



VOCATIONAL INSTRUCTOR,
OFFICE SERVICES AND RELATED TECHNOLOGIES,
CORRECTIONAL FACILITY (CF)
Final Filing Date: CONTINUOUS

OPEN – NONPROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination are: **January - June and July - December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Standard Form 678) and location preference sheet.

By mail with: or In person with:

Department of Corrections and Rehabilitation
Office of Workforce Planning and Selection
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

Department of Corrections and Rehabilitation
Office of Workforce Planning and Selection
1515 “S” Street, Room 100-S
Sacramento, CA 95811-7243
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.** Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning and Selection.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) As of: **May 24, 2012**

\$4344.82 - \$9101.22

MINIMUM QUALIFICATIONS

Experience: Five years of journeyperson work experience in Office Services and Related Technologies. At least one year of the required work experience must be within the three years immediately preceding the issuance of the preliminary credential. (48 semester units of postsecondary vocational training, related to Office Services and Related Technologies and verified by official transcript, may be substituted for a maximum of two of the five years of experience.) (Persons applying under this pattern may also use accumulated part-time work to meet the five-year requirement.)

(Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in Office Services and Related Technologies may be substituted for the required experience.) **and**

Education: Graduation from high school or its equivalent. **and**

License/Credential: Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in Office Services and Related Technologies. (Applicants who do not possess this credential may take the examination but **must have on file with the Commission on Teacher Credentialing an application for the Office Services and Related Technologies credential before appointment** and must secure the credential within 120 working days after appointment. After issuance, the credential must be maintained by completion of any examinations and course work required.)

Special Requirements: Must be willing to continue their educational development; work in a State correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of inmates and youthful offenders; maintain high standards of morals and speech; tact; patience; and emotional stability.

Special Physical Requirements: Must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates and youthful offenders.

Assignments during tour of duty may include sole responsibility for the supervision of inmates, youthful offenders and/or the protection of personal and real property.

MINIMUM
QUALIFICATIONS
(CONTINUED)

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either I", "Or II", "Or III", etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Applicants must show their California Teaching Credential number, title, and expiration date on their Examination Application (Std. Form 678.)

Conditions of Pre-Employment: Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the California Department of Corrections and Rehabilitation, Division of Juvenile Justice, Education Services Branch shall undergo a thorough background investigation prior to appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, **“No person who has been convicted of a violent or serious felony shall be employed by a school district.”**

NOTE: High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
- 1. Methods, materials, tools, machines, equipment, and safety principles involved in Office Services and Related Technologies.

NOTE: Willingness to learn principles, methods, practices, current developments and trends in vocational education.

- B. Ability to:**
- 1. Perform the duties of a journeyperson in the field of Office Services and Related Technologies.
 - 2. Provide leadership and motivation to inmates/youthful offenders.
 - 3. Teach and supervise inmates/youthful offenders.
 - 4. Work effectively with other disciplines.
 - 5. Read and use drawings and sketches.
 - 6. Estimate and order supplies.
 - 7. Analyze situations accurately and take effective action.
 - 8. Maintain fair and firm discipline.
 - 9. Keep records and prepare reports.

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Vocational Instructor, Office Services and Related Technologies, CF** helps persons committed to State correctional facilities in the Department of Corrections and Rehabilitation prepare to become productive and contributing members of society by training them in academic subjects and by helping them to develop socially acceptable attitudes and interests. The instructor gives both individual and group instruction; conducts assessment and testing; and, in many instances, participates as a member of an interdisciplinary treatment team. The instructor is responsible for supervising the conduct of the students while in the classroom and may be called upon to assume general custody responsibilities in time of emergency.

The Department stipulates that the instructor play an important role in the total rehabilitation process, as well as in teaching the skills which will enable the individual to seek occupational opportunities. The instructor's tasks include: planning, assigning and supervising work; maintaining control and discipline in the classroom; controlling all materials and equipment which may be used as potential weapons; preparing courses of study and daily lesson plans; counseling students as to progress in the instructional program.

Working with students in helping them set and meet educational needs and goals; participating in program evaluation; participating in Trade Advisory Committee meetings; preventing escapes and injury by students to themselves or others or to property; inspecting premises and searching for contraband weapons or illegal drugs; and performing other related duties. Instructors may be assigned to work as relief instructors, on a full-time basis, in specialties other than those for which they were hired. In addition, they may work with treatment teams which combine the services of personnel in the custody, academic, vocational, psychiatric and casework areas.

POSITION
DESCRIPTION AND
LOCATION(S)
(CONTINUED)

The instructor has an important role of providing information of an educational nature which can help other members of the team to better determine each student's treatment needs. The instructor has responsibility, once a plan is developed, for providing, through their classroom curriculum program, types of experience which are compatible with this plan.

Position(s) exist with the Department of Corrections and Rehabilitation institution(s) on the attached list.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at the State Personnel Board offices or website at www.spb.ca.gov, local offices of the Employment Development Department.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional Entrance** examinations is granted as follows: 10 points for veterans; and 15 points for disabled veterans. Directions to apply for Veterans Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

Vocational Instructor, Office Services and Related Technologies, CF.doc/NM
Rev. 5/24/12

LOCATION PREFERENCE SHEET

<div><div><div>□ 1605 AVENAL STATE PRISON P.O. BOX 8 #1 Kings Way Avenal, CA 93204 (559) 386-0587 EXT. 5082 TDD: (800) 735-2929</div></div></div>	<div><div><div>□ 3423 CALIFORNIA STATE PRISON, SACRAMENTO P.O. BOX 290010 Represa, CA 95671-0010 (916) 985-8610 EXT. 5336 TDD: (800) 735-2929</div></div></div>	<div><div><div>□ 3329 IRONWOOD STATE PRISON P.O. Box 2229 19005 Wiley's Well Road Blythe, CA 92226 (760) 921-3000 EXT. 5403 TDD: (800) 735-2929</div></div></div>
<div><div><div>□ 1802 CALIFORNIA CORRECTIONAL CENTER P.O. BOX 790 711-045 Center Road Susanville, CA 96127-0001 (530) 257-2181 EXT. 4397 (800) 735-2922 TDD: (800) 735-2929</div></div></div>	<div><div><div>□ 5610 VENTURA YOUTH CORRECTIONAL FACILITY 3100 Wright Road Camarillo, CA 93010</div></div></div>	<div><div><div>□ 1522 KERN VALLEY STATE PRISON 3000 West Cecil Avenue Delano, CA 93216 (661) 721-6300 EXT. 5602 TDD: (800) 735-2929</div></div></div>
<div><div><div>□ 1503 CALIFORNIA CORRECTIONAL INSTITUTION P.O. BOX 1031 24900 Highway 202 Tehachapi, CA 93581 (661) 822-4402 EXT. 4223 TDD: (800) 735-2929</div></div></div>	<div><div><div>□ 4811 CALIFORNIA STATE PRISON,SOLANO P.O. BOX 4000 2100 Peabody Road Vacaville, CA 95696-4000 (707) 451-0182 EXT. 5557 TDD: (800) 735-2929</div></div></div>	<div><div><div>□ 0309 MULE CREEK STATE PRISON P.O. Box 409099 4001 Highway 104 Ione, CA 95640 (209) 274-4911 EXT. 5261 TDD: (800) 735-2929</div></div></div>
<div><div><div>□ 3612 CALIFORNIA INSTITUTION FOR MEN P.O. BOX 128 14901 Central Avenue Chino, CA 91710 (909) 597-1821 EXT. 4440 TDD: (800) 735-2929</div></div></div>	<div><div><div>□ 2004 VALLEY STATE PRISON FOR WOMEN P.O. BOX 99 21633 Avenue 24 Chowchilla, CA 93610-0099 (559) 665-6100 EXT. 5603 TDD: (800) 735-2929</div></div></div>	<div><div><div>□ 1513 WASCO STATE PRISON RECEPTION CENTER P.O. BOX 8800 701 Scofield Avenue Wasco, CA 93280-8800 (661) 758-8400 EXT. 5192 TDD: (800) 735-2929</div></div></div>
<div><div><div>□4804 CALIFORNIA MEDICAL FACILITY P.O. Box 2000 1600 California Drive Vacaville, CA 95696-2000 (707) 453-7082 TDD: (800) 735-2929</div></div></div>	<div><div><div>□ 2003 CENTRAL CALIFORNIA WOMEN'S FACILITY P.O. BOX 1501 23370 Road 22 Chowchilla, CA 93610-1501 (559) 665-5531 EXT. 5041 TDD: (800) 735-2929</div></div></div>	<div><div><div>□1015 PLEASANT VALLEY STATE PRISON P.O. BOX 8506 24863 West Jayne Avenue Coalinga, CA 93210-1135 (559) 935-4966 TDD: (800) 735-2929</div></div></div>
<div><div><div>□ 4005 CALIFORNIA MEN'S COLONY P.O. Box 8101 Highway 1 San Luis Obispo, CA 93409-8101 (805) 547-7900 EXT. 7943 TDD: (800) 735-2929</div></div></div>	<div><div><div>□ 1308 CENTINELA STATE PRISON P.O. BOX 731 2302 Brown Road Imperial, CA 92251 (760) 337-7900 EXT. 5218 TDD: (800) 735-2929</div></div></div>	<div><div><div>□ 5505 SIERRA CONSERVATION CENTER P.O. BOX 497 5100 O'Byrnes Ferry Road Jamestown, CA 95327 (209) 984-5291 EXT. 5137 TDD: (800) 735-2929</div></div></div>
<div><div><div>□ 3310 CALIFORNIA REHABILITATION CENTER P.O. BOX 1841 5th and Western Norco, CA 92860 (951) 273-2945 TDD: (800) 735-2929</div></div></div>	<div><div><div>□ 3313 CHUCKAWALLA VALLEY STATE PRISON P.O. BOX 2289 Blythe, CA 92226 19025 Wiley's Well Road Blythe, CA 92225 (760) 922-5300 EXT. 5202 TDD: (800) 735-2929</div></div></div>	<div><div><div>□ 3613 CALIFORNIA INSTITUTION FOR WOMEN P.O. Box 6000 Corona, CA 92878-6000 16756 Chino-Corona Road Corona, CA 92880-9508</div></div></div>
<div><div><div>□ 2701 CORRECTIONAL TRAINING FACILITY P.O. BOX 686 Highway 101 North Soledad, CA 93960-0686 (831) 678-3951 EXT. 4570 TDD: (800) 735-2929</div></div></div>	<div><div><div>□ 3404 FOLSOM STATE PRISON Attn: Personnel/Testing Office P.O. BOX 910 Folsom, CA 95763 (916) 985-2561 EXT. 4785 TDD: (800) 735-2929</div></div></div>	<div><div><div>□ 1608 SUBSTANCE ABUSE TREATMENT FACILITY & STATE PRISON at CORCORAN P.O. BOX 7100 900 Quebec Avenue Corcoran, CA 93212-7100 (559) 992-7100 EXT. 5646 TDD: (800) 735-2929</div></div></div>

VOCATIONAL INSTRUCTOR, OFFICE SERVICES AND RELATED TECHNOLOGIES,
CF/2CEBE/2849
EXAMINATION INFORMATION CONTINUED

Bulletin Release Date: 6/04/12
Final Filing Date: CONTINUOUS

□ 1606 CALIFORNIA STATE PRISON,
CORCORAN
P.O. BOX 8800
4001 King Avenue
Corcoran, CA 93212-8309
(559) 992-8800 EXT. 5009
TDD: (800) 735-2929

□ 1995 CALIFORNIA STATE PRISON,
LOS ANGELES COUNTY
Attn: Personnel Office
44750 60th Street West
Lancaster, CA 93536-7620
(661) 729-2000 EXT. 5229
TDD: (800) 735-2929